

12. CENSUS REPORT FORMS

Only one report form was required in for the operations of each establishment. The report forms used were adapted to the 50 industries classified in mining: 23 different establishments being provided for the 1963 minerals census. These included 16 standard forms used for all large and multiestablishment companies and 7 short forms used for small establishments. For the larger industries, the standard forms, requiring full census detail, were used only for establishments above a given size in terms of number of employees. For the numerous smaller establishments, typically having less detailed records and representing a very small portion of output and employment, data requirements were limited to a relatively few key items on a series of short forms differing principally in the preprinted lists of product class items in the shipments inquiry.

In general, short forms were used for companies with less than five employees. While the collection on short forms represented a small percentage of each industry's employment, value added, etc., they represented a much higher proportion of number of establishments. In the natural gas liquids and contract services industries (other than oil and gas), no short forms were used. (About 17,000 of the approximately 39,000 reports in the minerals census were tabulated from short forms.)

Standard Forms.—Each standard form called for the same general items regardless of the industry: Total employment; total payrolls; production, development, and exploration worker employment; man-hours of such workers by department (with some adaptation of department information); wages of such workers; supply costs; value of shipments and receipts; fuels and electric energy

quantity and cost: capital expenditures by type; and horsepower of equipment used. However, the forms differed in the detailed inquiries on the quantity and value of products shipped and the quantity and cost of individual supplies used. The report form for crude petroleum and natural gas included inquiries on the number of wells operated, drilled, idle, purchased, etc., by type of well. For wells completed in 1963, data were collected on cost of drilling by broad cost category, and number and footage by type of well. In addition, special inquiries were adapted to other individual industries or industry groups. (Sample forms appear in appendix C.)

Short Forms.—These forms, designed for small establishments, as noted above, were abbreviated versions of the standard forms and requested limited general and product information. For example, only total employment and payroll were requested, without detail by functional class (production workers and all other employees); production worker man-hours and wages were not requested on short forms.

For oil and gas extraction, two short forms were used—one for operators of oil and gas field properties and one for contract services. The other short forms tabulated—one for metal mining, one for coal mining, and three for nonmetallic minerals mining—were composites of forms furnished to the

Bureau of Mines for the tabulation of its type of operation and commodity data and the reports which that Bureau collected for small operators for Census use. (See sample in appendix C.)

Form for Separate Central Administrative Offices and Auxiliaries of Mining Companies.

Separate reports for each central administrative office and auxiliary unit (storage warehouses, research laboratories, garages, repair shops, etc.), which served the mining establishments of the company rather than the general public, were obtained from the company if they were at locations different from the establishments served or if they serviced more than one establishment. The report form included inquiries on payrolls and employment. Approximately 800 such mining reports were tabulated in 1963. They accounted for about 46 thousand employees with payrolls of about \$417 million, which represent 7.5 percent and 11.1 percent, respectively, of the totals for all mining.

The employment and payrolls for these separate administrative offices and auxiliaries are included in the industry and State totals, unless otherwise specified. The employment and payrolls of such administrative offices and auxiliaries are also shown separately as tables 4 and 5 of the summary chapter, Employment and Related Statistics.

A special form for offshore oil and gas operations.—This form was required for each State in which a company performed such operations.

A special form for control purposes was also provided to summarize value of shipments and receipts and cost of drilling and equipping wells, reported by State and district, by operators of oil and gas field properties.

Form NC-K1, Company Summary Report

Form.—This form requested consolidated company information on payrolls, employment, sales, or receipts, inventories, capital expenditures, value of assets, and rental payments. It was restricted to companies with 250 or more employees in the industries included in the economic censuses.

Based on information filed on the establishment reports of the multiestablishment companies, the entire company was classified into 1 of 179 enterprise categories developed by grouping the Standard Industrial Classification industries. A special report, entitled "Enterprise Statistics, 1963, Part I, General Report on Industrial Organization," provides tables showing the characteristics and diversification of these multiestablishment companies as derived from the information reported on census establishment reports.

13. ESTABLISHMENT LOCATION AND COMPANY CHARACTERISTICS

Information was obtained on all 1963 report forms regarding the physical location, Social Security employer identification number, company affiliation, and legal form of ownership. This information was necessary to assure control over the completeness of coverage (see Section 10, Development of the Mailing List), while permitting, at the same time, the classification of each establishment by precise geographic location and type of organization.